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28 FEB 1084

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

- i. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.
- 2. Your retirement will become effective 28 February 1969 and your annuity will commence as of 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Fersonnel

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(27 February 969)



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I hereby acknowledge the receipt of the following forms and/or infor separation from CIA as indicated by check mark:	mation concerning my
Standard Form 8 (Notice to Federal Employee about Unemploy	yment Compensation).
2. Standard Form 55 (Notice of Conversion Privilege, Federal Life Insurance).	Employees' Group
3. Standard Form 56 (Agency Certification of Insurance Status Group Life Insurance Act of 1954).	s, Federal Employers'
4. Standard Form 2802 (Application for Refund of Retirement I	Deductions).
5. Form 2595 (Authorization for Disposition of Paychecks).	
6. Applicable to returnee (resignee from overseas assignment) I have been advised of my right to have a medical examy separation from this Agency and of the importance check to my health and well-being. Appointment arranged with Office of Medical Services. Appointment for Office of Medical Services examination	amination before of such a medical
7. I have been informed of "conflict of interests" policy of foresee no problem in this regard concerning my new employ	the Agency and
8. Form 71 (Application for Leave).	
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Forces Duty).	Performing Armed
10. Instructions for returning to duty from Extended Leave or a Service.	Active Military
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1 7 APR 1969

Mr. Guy Vitale 1730 H Streat, N. W. Washington, D. C. 20006

Dear Mr. Vitale:

An you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wisning you well and hoping that you find the years shead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years shead.

Sincorely,

Richard Holms
Richard Holms
Director

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MEMORANDUM FOR : Director of Central Intelligence

SUBJECT

Request for Voluntary Retirement

Ouy Vitale

- 1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.
- 2. Mr. Guy Vitale, CS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for volun-10 tary retirement under the provisions of Head-quarters Regulation 20-50j, to be offective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 2. years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.
- 4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Readquarters Regulation 20-50].

Robert & Wattles
Director of Personnel

The recommendation contained in paragraph 4 is approved:

Director of Central Intelligence

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MEMORANDUM FOR: Mr. Cay Vitale

20 October 1965

THROUGH

: Head of D Career Service

SUBJECT

: Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

- 1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.
- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in me way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6E-1319 Head-quarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Enmett D. Echols Direc r of Personnel

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SECTION B PERFORMANCE						
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P - Proficient Performance is more than satisfactory. Desired		• .	duced in a p	proficient m	anner.	
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OVERALL PERFORMANCE	E IN C	URRENT PO	SITION	·		
ake into account everything about the employee which influences ormance of specific duties, productivity, conduct on job, cooperaticular limitations or talents. Based on your knowledge of emp	his effo	ctiveness in h	is current pe personal tra	its or hobit	s, and	RATING LETTER
lace the letter in the rating box corresponding to the statement wh						P

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current parition keeping in proper perspective shell relationship to overall performance. Stere suggestions made for improvement of work performance. Give recommendations for training. Commant on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be convented on, if applicable. If extra space is needed to complete section C, attach a separate sheet of paper.

Mr. Vitale since he was assigned to me Anitially on a parttime basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily. SECTION D

SECTION D	CERTIFICATION AND COM	'VENTS
1.	BY EMPLOYEE	
DATE	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
2/18/68	SIGNATURE OF EMPLOYEE	0
MONTHS EMPLOYER HAS BEEN	BY SUPERVISOR	
UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	SEMPLOYEE, GIVE EXPLANATION
18 Jaly	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE ALVA King Alva King
COMMENTS OF REVIEWING OFFICE	BY REVIEWING OFFICIAL	AIVa_KINg
I concur in th	a evaluation of this employe	ee as presented above.
ATE		
13 July 1968	O/IH/COG/OS	TYPED OR PRINTED NAVE AND SIGNATURE

. For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Convent on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of many period or supervivory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on it appliedle. If extra space is needed to complete Section Crattach a separate sheet of paper.

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

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SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
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25 aug 6;	SIGNATURE OF EMPHOYEE	
2. //	BY SUPERVISOR	
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12		
DATE	Section Chief,	OR PRINTED NAME AND SIGNATURE
25 August 19	67 PM Operations	
3.	BY REVIEWING OFFICIAL	<u> </u>
COMMENTS OF BEVIEWING	FFICIAL	

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
2 8 AUG 1997	C/WH/COG/MO	Robert A. Ortman

11 May 1960 File K-l:849

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

VITALE, Guy, nmi

- 1. Cover arrangements are in process, and//// have been completed for the above-named Subject.

Chief, Central Cover Division

ce: SSD/OS

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EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE GIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

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EFFECTIVE DATE OF PAY ADJUSTMENT: 8 CCTOBER 1967

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OFD SERIAL ORGN. FILVOS GRESTEP SALARY SALARY

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MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL R9-301 PURSUART TO AUTHORITY OF LCT AS PROVIDED IN THE CIA ACT OF 1949, AS APENDED, AVE A-DCI POLICY DIRECTIVE DATED A OCTUBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87#793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS,

NAME

VITALE GUY

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAG 47 - 799 AND OCI REMORANDUM DATED I AUGUST 1956 . SALARY IS ACCUSTED AS ECLEDAS. ERRECTIVE 14 OCTOBER 1962

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560 OBSOLETE PREVIOUS EDITION REPLACES FORM 3600. AND 360b.

FGR #

IN ACCOPDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956. SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD 1 MAME SERIAL ORGN GR-ST OLD SALARY - NEW SALARY

VITALE GUY 503620 52 88 GS-07 1 \$ 5,355

> 151 EMMETT D. ECHOLS DIRECTOR OF PERSONNEL

OFFICIAL PERSONNEL FOLDER

NOTIFICATION OF PERSONNEL ACTION 1. Serial No. 2. Name (Last-first-Middle) 3. Date Ol Birth 4. Vet. Prof. 5. Sex 0. CS - EOD 7. Name (Last-first-Middle) 3. Date Ol Birth 4. Vet. Prof. 5. Sex 0. CS - EOD 7. Name (Last-first-Middle) 7. School 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Name (Last-first-Middle) 7. Na	$\alpha = -1$	thirtie)
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Anality or explain retings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or suggestion dates and cost consciousness in the use of personnel space, equipment and funds, must be commented on it applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Vitale since he was assigned to be infitially on a parttime basis and later as a full time assistant has performed
adequately as an input analyst in addition to his proficient
work as a Records Officer and General support assistant. The
quality of his input has been good and his production has helped
considerably in cutting down the size of the input backlog.
Mr. Vitale also continues to perform the Records Officers
function for the branch with a sound knowledge of general records
procedures. His attitude and attendance record continue to
reflect a willingness to assist the branch in whatever way
necessary. In addition Mr. Vitale's valuable background
knowledge on a former vital portion of the branch's effort
continues to be utilized to a considerable extent. He gets
along well with his colleagues and contributes to the smooth
running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

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SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban and provided the firmuch with vary useful

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D	CERTIFICATION AND C	OMMENTS
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25 August 1967	Section Chief, PM Operations	Ernest Oniocca
	BY REVIEWING OFFI	CIAL
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As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-2 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

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<u> </u>	*:	•	7.	 					EMPLOYE	EE SERIAL N	UMBER
	FITNESS REPORT 003620										
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II. DATE REPORT	uly l			× .			July 64				
ECTION B							LUATION				
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A - Adequete	excellen	ce.									
P - <u>Proficient</u>							s are being p	oduced in a	proficient	menner.	
S - Strong	Parforma	ince to char	actoriza	od by oxcep	tional pro	ficien	cy.	h and to es-		the made	nonco of
O - Outstanding	Performa	ince is so as oling similar	work a	nai in relati s to warrant	ion to fed t special	necodu	nts of the wor ition.	a ena in cor	purrson 10	ine perion	OF
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ist up to six of the nanner in which er with supervisory re IPECIPIC DUTY NO	mplayee ; espansibl), 1	serforms EA listes MUST	be rat	ed on their	ability to	Super	rise (Indicate	number of e	mployees e	upereteed).	RATING LETTER
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ake into account	overythin			as which is	fluences	his of	fectiveness in	his current	position s	uch as per-	RATING
ormance of speci- articular limitation lace the letter in	the totin										S.
, 28 JUL 19	365 €							GACON I			<u>i</u>

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demanstrated in current position keeping in proper particles their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Cummon overall performance competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of munagerial or supervisory duties must be described, if U!'L EB 12 00 PH 125 applicable.

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in pricing and orienting new officers. He continues to do an exceptional job car in assisting his office on a most complex project where 🐯 many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D	CERTIFICATION AND COM	MENTS
SECTION D	BY EMPLOYEE	
i.	RTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
13 July 65	SIGNATURE OF EMPLOYEE	<u> </u>
(1) (00)	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT OF NOT BEEN SHOWN TO	DEMPLOYEE, GIVE EXPLANATION
46 months	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	TYPED OR PRINTED NAME AND SIGNATURE
DATE	OFFICIAL TITLE OF SUPERVISOR	Cilic to Stuly
1361 1845	C/WH/C/HO/PH	Calvin Hicks
3.	BY REVIEWING OFFICIA	L
supervisor; ther	efore, would rate subject	same rating scale as the ct one letter lower in the performance. Subject is lient "stay-on-the-job"
approach.		
DAYE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PHINTED HAND AND PURE

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	ENERAL					· · · · · · · · · · · · · · · · · · ·
VITALE Guy	16 0	e of Birth	3. SEX	GS-08	5. SD	
6. OFFICIAL POSITION TITLE Ops Officer		DP/SAS	SSIGNMENT	8. CURRENT		
. CHECK (X) TYPE OF APPOINTMENT		CK (X) TYPE	OF REPORT	Washin	gron,	D.C.
CAREER RESERVE TEMPORARY	. 10	NITIÁL		REASS	IGNMENT	SUPERVISO
CAREER-PROVISIONAL (See instructions - Section G) SPECIAL (Specify):		NNUAL		RE 483	IGNMENT	EMPLOYE
II. DATE REPORT DUE IN O.P.		PECIAL (Spec				
31 July 1964	1 Ju	ulv 196	3 - 30	June 1	984	
ECTION B PERFORMANC	E EVAL	UATION		- Cunc 1.	-	
W - Weak Performance ranges from wholly inadequate to s positive remedial action. The nature of the acti probation, to reassignment or to separation, D. A - Adequate Performance meets all requirements. It is entire excellence.	Describe a	range from c ction taken c	ounseling, t or proposed	o further tra in Section C.	ining, to	placing on
						ency nor
P - <u>Proficient</u> Performance is more than satisfactory. Desired 5 - <u>Strong</u> Performance is characterized by exceptional pro-	d results a	aro boing pro	duced in a p	roficient me	nner.	
S - Strong Performance is characterized by exceptional pro O - Quistanding Performance is so exceptional in relation to require the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement	oficiency.	. of the week				
others doing similar work as 10 warrant special	recognitio	on.	aud Iu comi	parison to the	perform	once of
SPECIFI ist up to six of the most important specific duties performed during	IC DUTIE					····
Processes name traces and clear agent 201 files.		,				RATING LETTER
Conducts research for preparation	lon of	report	s and p	lans.		RATING LETTER S
Maintains office files on a comp	plex p	project	•	<u>.</u>		RATING LETTER
Prepares cable or dispatch repli	ies to	name	trace r	equests	•	RATING LETTER P
CIFIC DUTY NO. 5						RATING
Records Officer - Insures compliance with CS records, directives and authorizes destruction of						
CIFIC DUTY NO. 6 CO documents.				· · · · · · · · · · · · · · · · · · ·		RATING
						LETTER
AVECUL SESSES			· .			
OVERALL PERFORMANCE		· · · ·				
e into account everything about the employee which influences himance of specific duties, productivity, conduct on job, cooperaticular limitations or talents. Based an your knowledge of employee the letter in the caring box corresponding to the statement which AUC 1354.	oriveness,	pertinent p	ersonal trai	is or habits, g the rating rel of perforn	and	RATING LETTER
45 passing a service species SECDE			<u>:</u>	· .		

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explicitly alless oven in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervised current has to be described, if

MAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND C	OWNENTS				
1.	BY EMPLOYEE					
	I CERTIFY THAT I HAVE SEEN SECTIONS A.					
DATE	SIGNATURE OF EMPLOYEE	S, AND C OF THIS REPORT				
uter 23, 64	I Then Wita	ti _e				
2. / J	V BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION					
34 months						
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE				
15 July 1964		I delice to the				
15 0dly 1504	C/WH/SA/MOB/PM	Calvin W. Hicks				
OMMENTS OF REVIEWING OFFIC	BY REVIEWING OFFIC	TAL				
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TE	LOSSICIAL TITLE					
20 1 100	OFFICIAL TITLE OF REVIEWING OFFICIA	TYPED OR PRINTED NAME AND SIGNATURE				
28 July 1964	C/WH/SA/MOB	Colonel Arthur A. Maloney				

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						EMPLO	YEE SERIAL	NUMBER .
5)	FITNESS REPORT 00362				003620			
SECTION A				NERA				
I- NAME	VITALE	(Firet) Guy	(Middle)	1	Oct. 1917 Male	OS-8	DE 8. SD	
6. OFFICIAL POS		<u> </u>		7. 01	F/DIV/BR OF ASSIGNMEN	/ ·		•
				1	P/S. A. S.		Washing	
9. CHECK (X) TY	PE OF APPOINTME	NT .		17. C	HECK (X) TYPE OF REPO	RT		
CAREER	RESERVE		TEMPORARY	T - T	INITIAL	Ŕ	EASSIGNMENT	SUPERVIS
CAREER-PE	OVISIONAL (See !	natructiona	· Section C)	X	ANNUAL	M	E ASSIGNMENT	EMPLOYE
SPECIAL (S	pecily):				SPECIAL (Specify):			
II. DATE REPORT					EPORTING PERIOD (From-	-	٠.	
31 July	1903		OF DE OPTIVITIES		July 1962 to 30 J	me Tac) 5	
SECTION B		9:	PERFORMANO					
W - <u>Weak</u> A - <u>Adequate</u>	positive remedia probation, to rea	l action. T ssignment	the nature of the ac or to separation.	tion cau Describe	less than satisfactory, ld range from counseling action taken or propose Isfactory and is characte	, to further d in Soctio	r training, to on C.	placing or
	excellence.							
P - Proficient			atistoctory. Desire ed by exceptional p		s are baing produced in a	proficien	t mannet.	
S - <u>Strong</u> O - <u>Outstanding</u>	Performance Is a	o exceptio	•	quireme	nts of the work and in co	mparison i	to the perform	nance of ,
			SPECIF	IC DU	TIES			· · · · · · · · · · · · · · · · · · ·
manner in which er with supervisory re	mployee performs esponsibilities M	EACH spe	cific duty. Conside	r ONL	ating period. Insert rati offectiveness in perform ise (indicate number of e	rance of th	hat duty. All	employee
SPECIFIC DUTY NO	h 1							LETTER
Processes 201 files		ces an	d clearance	es.	Traces and mai	ln tain :	s agent	3/0
SPECIFIC DUTY NO	. 2							RATING
Conducts	research	for pr	eparation o	f re	ports and plan	18.		S
PECIFIC DUTY NO	. 3							RATING
								LETTER
Maintains	office f	iles o	n a complex	pro	ject.			S
PECIFIC DUTY NO	. 4							RATING
Prepares	cable or	dispat	ch replies	to n	une trace requ	ests.	•	P
PECIFIC DUTY NO.	. •							RATING
								LETTER
Records U					th C3 records, etion of C3 do			P :
PECIFIC DUTY NO.	. •					· · · · ·		RATING
		•				•		LETTER
		OVERAL	PEDEUDITANG	E IN C	URRENT POSITION	<u></u>		L
		UTERAL	LFERFURMANC	E JIN C	UNKERT PUBLITUR			RATING
ormance of specif articular limitation	ic duties, produc is or talents. Ba	tivity, cor	nduct on job, coope it knowledge of em	rative ne playee's	ectiveness in his current ess, pertinent personal i averall performance du it accurately reflects his	traits or he wing the r	abits, and ating period,	LETTER
9 AUG 1963							•	

SECTION C MARRATIVE COMMENTS

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of week performance: Give recommendations for training. Commendate on toroign language competence, if required for current position. Attitude of bless of the provide best basis for determining future personnel action. Manner of performance of managerial of superitisary duties must be described, if applicable.

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that have mature and many years experience with the Agency have made him of much more immediate value than most of his collectues in the GS 7-9 level. Consequently, although he has made G3-8 within the past year, I feel he is still undergraded and should be promoted to G3-9 at the carliest opportunity.

SECTION D	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
	ERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
Pene 13,63	Juny fitale	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
22 mths.		TYPED OR PRINTED NAME AND SIGNATURE
DATE	OFFICIAL TITLE OF SUPERVISOR	Cim a plant
12 June 63	DC/SAS/MOB/FM	Calvin W. Nicks
3,	BY REVIEWING OFFIC	IAL
or from the manner as to whether the if they were perfo additional duties	hing to detract from the in which he performs to nature of his duties was rmed in an outstanding of a more demanding nat weigh his performance	the value of subject's duties them, I do have strong doubts urrant promotion to GS-9 even manner. During the next year ture will be placed on subject under those circumstances
DATE	OFFICIAL TITLE OF REVIEWING OFFICE	AL TYPED OR PRINTED NAME AND SIGNATURE
1/12/12	C/SAS/MOB/FM	Charles W. Satt

MANCE IN CURRE	NT POSITION
of employee's over	ess in his current positivation traits all performance during traits in the performance during traits in the performance during traits in the performance during traits in the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performance during the performa
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FITNESS REPORT	T EMPLOYEE SERI	AL NUMBER
	003620	١.
SECTION A	GENERAL	
1. NAME (Leet) (First) (Middle	2. DATE OF BIRTH 3. SEX 4. GRADE 3. SO	
VITALE Guy	16 Oct. 1917 !! G3-7	11
6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT S. CURRENT STAT	ION
Intella issta	DDF/TFA/F: Fr. Jash. D	
S. CHECK (X) TYPE OF APPOINTMENT	10. CHECK IXI TYPE OF REPORT	
CAREER RESERVE TEMPORARY	INITIAL REASSIGNME	NT SUPERIOR
CAREER-PROVISIONAL (See Instructions - Section C)	ANNUAL REASSIGNME	
SPECIAL (Specify):	SPECIAL (Specify);	
	12. REPORTING PERIOD (From- 10-)	
SECTION B PERSONN	1 Sept. 1961 to 30 June 1962	. ,
FERFURM	ANCE EVALUATION	
A - Adequate Performance means all requirements. It is excellence. P- Proficient S - Strong O - Outstanding Performance is an exceptional in selection.		to placing
others doing similar work as to warrant spe	icial recognition.	rmance of
SPE	CIFIC DUTIES	
Processes name traces and clearance agent 201 files.	es - Traces and maintains	B/O
ECIPIC DUTY NO. 2		BATING
Conducts research for preparation of	of reports and plans.	LETTE
,	,	B
CIFIC DUTY NO. 3		
		RATING
	•	LETTER
Mainteine applan all		1
Maintains office files on a complex	project.	8
Prepares cable or dispatch: replies	to name trace requests.	RATING LETTER
CIFIC DUTY NO. 3		1
Insures compli	iance with CS Records, Directives	RATING LETTER
Records Officer - and authorizes	destruction of CS documents.	A
		RATING
OVERALL PERFORMAN	CE IN CURRENT POSITION	
Into occount everything about the employee which influence ance of specific duties, productivity, conduct on job, coop cular limitations or talents. Based on your knowledge of er the letter in the rating box corresponding to the statement w		RATING LETTER
AE .	ÓBOLE I	1

SECTION C . NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign larguage competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if opplicable.

Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.

He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND COM	MENTS
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employed for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assyming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and B to provide the best basis for determining future personnel actions:

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability 10/fnuction as an agent handler is extremely commendable. Subject is able to communicate equally well with this or low level agents. He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor)..

SECTION F	SECTION F CERTIFICATION AND COMMENTS							
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of processing	name traces and POA's. Although file a	dures consisted entirely
this type of w	ork he performed his duties in a st	ad little experience in
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OFFICIAL TITLE OF REVIEWING OFFICIAL

C/EE/Germany

DATE

23 Nov 60

Comments of Reviewing Official: Section 3.

14-00000

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.

Chief, EE/Germany

Pre 1960 Fitners Reports

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office vishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and daties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

2. A copy of this commendation should be made a part of the employee's permanent 201 file.

, Chier, Es Logistics

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DATE May 1970